SASKATCHEWAN ARCHIVES BOARD

ANNUAL REPORT

April 1, 2003 - March 31, 2004

Cover Photo Captions

Fig. 1. (Top). A research client using the Archives' reading room, Regina.

Fig. 2. (Centre). Official opening of the Riel Letter Exhibit, Regina, June 20, 2004. (l. to r.) Chris Gebhard, Saskatchewan Archives; Keith Goulet, MLA for Cumberland; Hon. Ralph Goodale, Minister of Finance, Canada; Hon. Joanne Crofford, Minister Responsible for the Saskatchewan Archives Board; Dr. Ian E. Wilson, Archivist and Librarian of Canada.

Fig. 3. (Bottom). Conservator Cynthia Ball assessing a portion of the Saskatchewan Archives' photograph collection with the assistance of staff archivist Tim Novak.

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Letters of Transmittal

The Honourable Lynda Haverstock
Lieutenant Governor of Saskatchewan

Your Honour:

I have the honour of submitting the annual report of the Saskatchewan Archives Board for the period April1, 2003 to March 31, 2004.

Respectfully submitted

The Honourable Joan Beatty
Minister Responsible for
the Saskatchewan Archives Board

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Madam:

I have the honour of submitting the annual report of the Saskatchewan Archives Board for the period April 1, 2003 to March 31, 2004.

Respectfully submitted

Dr. Brett Fairbairn
Chair
Saskatchewan Archives Board

2003/2004 Highlights

Highlights of the 2003/2004 fiscal year for the Saskatchewan Archives included:

- Preparing and drafting of new archival legislation;
- Launching of ARMS (Administrative Records Management System) for use by Saskatchewan government departments, boards, commissions, agencies and crown corporations;
- Finalizing a disaster contingency plan and completing and distributing a Disaster Response Manual for the four Regina locations;
- Developing and implementing the Government of Saskatchewan's Privacy Framework for executive government; and
- Co-sponsoring and hosting of a Louis Riel Exhibit and Reception.

A Brief History of the Saskatchewan Archives

The Saskatchewan Archives Board was established under legislation passed in 1945 as a joint university-government agency. While *The Archives Act* was passed in that year, steps had been taken much earlier to care for the historical record. Through the work of societies and individuals, historical materials were collected, libraries were built up and historic sites were marked. While citizens were enthusiastically engaged in preserving records from private sources, successive governments were much slower to act in ensuring that the public record was preserved. The Legislative Library had been collecting historical documents since the province was established, but it acquired very few records of government. Without an official repository or archivist, inevitably many valuable public records were destroyed or lost.

It was largely due to the tireless efforts of Dr. Arthur Silver Morton of the University of Saskatchewan that the need for the Government of Saskatchewan to preserve its records was brought to the fore. With the support of the Canadian Historical Association, Morton pushed for the creation of a provincial archives under the control of an archivist. The University's generous offer to provide space, to appoint an archivist and cover operational costs met with a favourable response from a cash-strapped provincial government. In 1937, an Historical Public Record Office was established at the University with Morton assuming the title and responsibility of Keeper of the Public Record.

By the mid-1940s, a more formal and stable funding arrangement for the archives was required. Morton's call for legislation and public financial support met with approval from the newly-elected CCF government which was interested in establishing a public records policy for the province. As well as formalizing the spirit of co-operation between government and university, the new Archives Act created an arms-length board representative of the established parties already engaged in documenting Saskatchewan's archival heritage: university, government and Legislative Library. Whereas the Historical Public Record Office's acquisitions had been limited to public records, the mandate of the new Archives of Saskatchewan was broadened to include all forms of records from both public and private sources. It allowed for a professional archivist to examine all public and private records and to appraise and select those records of historical value for preservation in the archives. It set up a system of accountability for information created and maintained by government which called for all public records to be scheduled and all records schedules to be approved by committees comprising officials and elected representatives. For several decades, Saskatchewan's archival legislation stood the test of time and occasionally served as a model for other jurisdictions.

Besides its role in managing public records, the Saskatchewan Archives has been active in documenting all facets of provincial life. Most people or groups create a record of their activities, whether in the form of letters, e-mail, diaries, minutes, financial records, photographs, film and video, maps and architectural drawings, memoirs, spoken traditions, or sound recordings. From the oral accounts of aboriginal elders to the written record kept by settlers to the varied yet precarious physical formats of the early 21st century office or home, all such records when gathered together provide an immediate and unique source of information on the thoughts, aspirations and work of Saskatchewan people. This wide-ranging mandate has allowed the Saskatchewan Archives to build up one of the most comprehensive provincial archives collections in all of Canada.

Over the years the Saskatchewan Archives has gained a reputation for reaching out to the community it serves. It has participated in marking major provincial milestones such as the 50th, 60th and 75th anniversaries as well as the North-West Centennial, through the publication of provincial histories, the development of exhibitions, and the research and writing of local and family histories. The Archives has entered into arrangements with the University of Saskatchewan, several cities and other organizations to establish archives which in time have become independent and thriving members of the provincial archival community. Since 1948, the award-winning journal, *Saskatchewan History*, has provided a forum for the publication of articles and resources relating to the history of the province. In conjunction with individuals and groups, the Saskatchewan Archives has taken the initiative to document the oral tradition of the First Nations and Metis people, the settlement era of the province and the multicultural nature of provincial society. More recently, the Saskatchewan Archives has been using digital technology to bring its holdings to a wider public through means of the internet and its website.

With the passage of access to information and privacy legislation in the past decade, the Saskatchewan Archives has been asked to play a greater role in the management of information from public and private sources. Furthermore, the institution is expected to take a lead in the implementation of a government-wide privacy initiative. A new *Archives Act* passed in the Spring 2004 session of the Legislature will allow the Saskatchewan Archives to carry out this

expanded role as well as update the legislative framework under which it has been operating without major changes since 1945. As Saskatchewan enters a new century, it is appropriate that the Archives, by means of new legislation, be able to meet the needs of modern government, and the people it serves.

Role of the Saskatchewan Archives

The Saskatchewan Archives plays an important role in preserving the cultural resources of the province. It acquires and preserves records essential not just for self-knowledge, but also for the protection of our rights, individually and collectively. For reasons of economy and efficiency, the Saskatchewan Archives provides government-wide information and records management for the Government of Saskatchewan. Through acquisition, preservation and provision of access to official records the Saskatchewan Archives enables the Government of Saskatchewan to fulfill its public trust. It also plays a leadership role within Saskatchewan's fledgling archival community.

Vision, Mission and the Constitutive Values of the Saskatchewan Archives

Vision

The vision of the Saskatchewan Archives is to facilitate for all levels of government, and society in general, the identification, public access and preservation of the Province's documentary heritage. This vision is rooted in a far-reaching community approach that advances shared responsibility, co-operation and equitable access. The Saskatchewan Archives recognizes that individual and collective rights, as well as cultural identity are supported through an informed dialogue with the past.

We envision a future in which:

- The documentary records of the province are efficiently managed and made available to all interested individuals and organizations;
- Records that document government, institutions, organizations, societies and individuals are preserved;
- The collective identity of Saskatchewan people, as documented through public and associational life, artistic and cultural activities, is preserved, as well as the diversity

of the contributions of the First Nations and the many different ethnocultural groups who have chosen Saskatchewan as their home.

Mission

The Saskatchewan Archives serves as a flagship of the archival network in Saskatchewan, diligently working with its partners to preserve the collective memory of the province.

The mandate of the Saskatchewan Archives is to select, acquire, preserve, arrange and describe, make accessible and to encourage the use of documentary records in all media, from official and private sources, bearing on all aspects of the history of Saskatchewan, and to facilitate the management of the records of government institutions.

Archives, as institutions, reflect times past, examine the present and look to the future. Therefore, the mission of the Saskatchewan Archives is to:

- Ensure that the essential public records of Saskatchewan are preserved;
- Ensure continuing access to essential evidence that documents the rights of Saskatchewan people, the actions of government officials and elected representatives, the Saskatchewan experience;
- Preserve the public and private records that reflect the diversity of Saskatchewan's past;
- Be the central agency responsible for government records management, providing government with an effective and accountable management system responsive to the necessity for timely identification and disposition of records;
- Facilitate research and reference services to individuals and organizations, maximizing availability to sources through archival finding aids, consultations and guidance;
- Provide a leadership role in advising the provincial archival community in records management and preservation;
- Work in tandem with provincial and national cultural and heritage communities in the exchange of knowledge through professional and ethical approaches to our task; and
- Conserve records in the most appropriate format for the retention of and access to the information contained therein.

Constitutive Values

The rights and responsibilities of a democratic society empower us to carry out our archival mission. In carrying it out we are guided by the following values:

- We value the responsibility we are given to serve the people and the Government of Saskatchewan and we dedicate our efforts to ensure that a knowledge of the provinces past is preserved;
- We value the effective management of government records, and the contribution we make to that system;
- We value the historical records entrusted to our care;
- We value our relationship with the university community and its use of the record to contribute toward a better understanding of society and its efforts;
- We value the contribution of individuals, local history and heritage organizations in their efforts to document the past;
- We value the benefits of decentralized archival facilities to ensure that people from all parts of the province have access to our collections and services;
- We value the dedicated staff and their contributions to the development and delivery of archival services; and
- We value archives as a public good that must be accessible to all citizens.

Structure and Reporting Relationship

Unlike most other provincial archives across Canada which are part of a line department, Saskatchewan's provincial archives is situated at arms-length from government, allowing it to exercise independent initiative, judgement and service in carrying out its mandate of appraisal, acquisition, preservation, access and facilitating the management of records of government institutions.

The Archives Act provides for a board to oversee the activities of the Saskatchewan Archives. The board is responsible for:

- Appointing, reviewing and working with the Provincial Archivist;
- Setting broad policy objectives and guidelines;
- Ratifying specific management decisions; and

- Preserving the autonomy and integrity of the institution and its records; and representing the institution to government and the wider community.

As of April 1, 2003, the composition of the management board was as follows:

Dr. Brett Fairbairn, Professor of History and Director, Centre for the Study of Co-operatives (Chair);

Mr. Frank Winter, Director of Libraries, University of Saskatchewan (Vice Chair);

Ms. Gwen Charman, Director of Operations, Meewasin Valley Authority;

Mr. George Hoffman, Retired history and social studies teacher, and Sessional Lecturer, History Department, University of Regina;

Dr. William Howard, Professor of English, University of Regina;

Dr. Thomas Nesmith, Associate Dean, Faculty of Arts and Associate Professor of Archival Studies, University of Manitoba;

Ms. Gwenn Ronyk, Clerk of the Legislative Assembly.

Under the terms of the legislation, Mr. Frank Winter serves as representative of the University of Saskatchewan and Dr. William Howard as representative of the University of Regina. The Provincial Archivist, Mr. Trevor Powell, is secretary of the board.

Being a corporate entity, the board reports directly to the Minister of Culture, Youth and Recreation. To conduct its operations, the Saskatchewan Archives relies on an annual grant voted under the Department of Culture, Youth and Recreation's Estimates. Space for the office and storage facilities is leased through the Saskatchewan Property Management Corporation. The University of Saskatchewan provides office and storage space without cost for the Saskatoon operation. It also provides accounting, out-of-scope payroll, and purchasing services at a nominal fee to the Archives. With the signing of a Collective Agreement, the handling of personnel matters for in-scope employees was transferred from the University Human Resource Department to the Human Resources Branch, Department of Finance. Saskatchewan Finance provides payroll services for in-scope staff.

Organization

Organizationally the Saskatchewan Archives is divided into the Government Records Branch and the Historical Records Branch, both headed by Directors. Both senior managers report directly to the Provincial Archivist, Trevor Powell, in carrying out their duties and responsibilities. Don Herperger, the Director, Government Records Branch, in addition to program responsibilities, handles the administrative functions of financial management. For the first three months of 2003/2004, Mr. Herperger was also responsible for overseeing the Backlog Project headed by the Project Manager, Linda Putz.

With the termination of the Backlog Project and the establishment of the Ministerial Records Project in July 2003, the Provincial Archivist assumed responsibility for overseeing the new Project. Because of her experience and skills in project management, Linda Putz was asked to supervise the Project with respect to processing ministerial records. Acting Chief Archivist, Kathy Burianyk, of the Private Records, Maps & Architectural Drawings Section and Chief Archivist, Lenora Toth, of the Government Records Branch were assigned responsibility for overseeing work done in ministers' offices in inventorying, categorizing and transferring records to the Archives.

Fig. 1. Trevor Powell, Provincial Archivist.

D'Arcy Hande, the Director, Historical Records Branch, in addition to program responsibilities, was also responsible for the application of information technology and the implementation of descriptive standards across the institution. With the termination of the Ministerial Records Project in January 2004, Linda Putz returned to her Chief Archivist position in Private Records, Maps & Architectural Drawings reporting directly to the Director, Historical Records Branch.

Organization Chart

Fig. 2. Don Herperger, Director, Government Records Branch

Fig. 3. D'Arcy Hande, Director, Historical Records Branch.

Continuing to Operate at a Reduced Level

By re-directing funds, using vacancy management and receiving income from other sources the institution had been able to keep both the core program areas and Backlog Project functioning at a reduced level during 2002/2003. Such an approach was not possible in 2003/2004, nor would it have been desirable from an institutional program standpoint. In July 2004, the Backlog Project had to be terminated and most term staff laid off. Through additional funding of $80,000, and some re-direction of funds internally, the Ministerial Records Project was extended until January 2004 at which point the remaining term staff were laid off. Most permanent staff returned to their home positions which allowed the core programs to function at or close to full strength for the remainder of the fiscal year.

At the same time, Cabinet directed the Provincial Archivist to work with Culture, Youth & Recreation and Executive Council officials in preparing a 2004/2005 budget development proposal. Budget requirements were largely based on the impact of implementing legislative changes under the new Archives Act, the Privacy Framework initiative and the new e-mail policy. In March 2004, the Provincial Budget allocated an additional $351,000 to the Saskatchewan Archives for 2004/2005.

Renewal of the Saskatchewan Archives

During the period under review, management and staff continued to work on the stated objectives of the strategic plan. Most notable was the completion and submission of a Cabinet Decision Item in August 2003. The recommendations contained in the Decision Item, and approved by Cabinet, were intended to provide a comprehensive response to the Swift Report. Briefly, Cabinet directed the Saskatchewan Archives to:

- Prepare drafting instructions, in consultation with Justice and Executive Council, for the next legislative session proposing amendments to *The Archives Act*, including clarifying the mandate of the Archives, defining ministerial records and setting out a process for handling them, streamlining the process for approving records schedules, clarifying what agencies are covered by the Act, conferring general and specific powers on the Provincial Archivist, emphasizing a greater role for government institutions in records management, etc.;
- Develop an acquisition strategy for public and private records;
- Develop and implement a basic training module in conjunction with the Public Service Commission that links records management techniques to the protection of personal information as part of a government-wide privacy awareness initiative;

- Prepare an e-mail policy with the assistance of the Information Technology Office for implementation across executive government; and
- Develop a proposal in conjunction with Culture, Youth & Recreation and Executive Council as part of the 2004/2005 budget process governing the above initiatives as well as dealing with the records backlog.

The remainder of the fiscal year was spent in developing and submitting legislative and budget proposals for consideration by committees of Cabinet. As well, staff members were involved in developing and implementing the other initiatives as directed by Cabinet.

Management of Government Information

The increasing volume and complexity of information created by the Government of Saskatchewan provides numerous challenges for those responsible for its management. In carrying out this central agency function, the Saskatchewan Archives works closely with departments, agencies, boards, commissions and crown corporations to improve the accountability and efficiency of the processes for the creation and management of information.

The primary tool used in identifying and defining records and in determining how long each type of record must be retained to meet administrative, fiscal and legal requirements is the records retention and disposal schedule. The schedule integrates a record classification system and retention and disposal procedure into one process. The result promotes greater accountability for information as required under Freedom of Information and Protection of Privacy legislation. At the same time, it ensures greater efficiency and economy which is so important to the overall government strategy of reducing administrative costs.

The 2003/2004 fiscal year saw a sharp increase in activity for the Government Records Branch. An Archives Cabinet Decision Item approved in August 2003, instructed the Saskatchewan Archives to draft an e-mail policy for government. Working with a preliminary draft developed by staff during the previous fiscal year, the policy was significantly amended and expanded over a five month period. The document establishes policy relating to the management of e-mail in executive government and describes guidelines and practices that will assist government institutions in the development of internal policies and procedures to help them comply with the policy. Following an intensive review by various government officials, the policy was forwarded to all Deputy Ministers for review and comment in December 2003. This document entitled *Managing E-Mail in Saskatchewan Government: Policy, Guidelines and Practices* is currently pending final review and approval by Cabinet.

Flowing from the government-wide privacy initiative announced in the Fall of 2003 and the Archives Decision Item, Cabinet also directed the Saskatchewan Archives to develop a presentation to be delivered to senior government managers relating to assistance that the Saskatchewan Archives can provide to government institutions in meeting their privacy obligations. This training module, developed by management and staff and delivered by Director Don Herperger, is included in the *Privacy of Personal Information: a Manager's Reference Guide* published by the Public Service Commission.

Fig. 4 Government Records Branch staff deal with a variety of information and records management responsibilities.

Other branch activities related to privacy issues included a presentation to all privacy officers. This presentation outlined the role records management plays in meeting privacy requirements, and suggested various innovations to the records scheduling process that would assist government institutions in applying an information security classification system to their records.

Archivists consult with and advise government employees on a wide range of records management issues. In addition to the development of the e-mail policy and privacy presentations, Information Management archivists responded to a significantly increased number of requests for records management advice and assistance with the development of Operational Records Schedules (ORS). They conducted 190 training and consultation sessions for 274 government employees from 65 separate branches and agencies. Currently, archivists are actively working with 33 branches and agencies on ORS development. Nine of these

schedules are at or near completion and a further seven should be ready for presentation to the newly-constituted Public Records Committee by the fall of 2004.

During the 2003/2004 fiscal year, Government Records Branch staff also worked with representatives from SARM and SUMA to develop a comprehensive and up-to-date retention schedule for the records of rural municipalities, towns and villages. The schedule will assist them in meeting their records management responsibilities as set out in legislation as well as facilitate the identification of records possessing archival significance. Following the completion of this schedule in January 2004, staff met with representatives of the Saskatchewan Association of City Clerks to assist in the development of records retention and disposal schedule for several Saskatchewan cities.

Other branch activities during the year included the ongoing review of records disposal requests to determine eligibility for destruction or transfer to the Saskatchewan Archives. In total 526 disposal requests were reviewed; 2052 metres of records were authorized for disposal while a further 218 metres were held pending archival appraisal. From creation to disposal, the entire records scheduling and appraisal process insures that records which have continuing value are retained and that records that no longer possess administrative, legal or fiscal value are destroyed. As a result, the Saskatchewan Archives saved the Government of Saskatchewan thousands of dollars in storage costs while at the same time ensuring a system of accountability for the action taken.

While the disposal request review process has been maintained, budget shortfalls have resulted in the archival appraisal unit being understaffed for the past three years. The application of vacancy management as a result of the budget shortfall has resulted in a considerable backlog of appraisals. Currently 1258 metres of record are awaiting appraisal. As well, of the records that have been appraised and selected for retention, only a small portion have been transferred due to a lack of storage space at the Archives. Insufficient storage space has been a problem at the Saskatchewan Archives for a number of years, and there are more than 1200 metres of archival records currently being stored at various government storage facilities and office space throughout the province.

Collection Development and Management

Historical Records Branch Acquisitions

Because of an increase in acquisitions of ministerial records, the intake of textual records was down only slightly from the year before. The dramatic rise in acquisitions of photographs is entirely attributable to the donation of 12 years of Saskatoon *Star-Phoenix* photograph files in March. Extreme limitations in staff time and storage space have kept overall acquisition statistics at an historically low level for the past several years.

Fig. 5. Historical Records Branch staff meeting, Regina.

Type of Acquisition	Regina		Saskatoon		Total	
	2002/03	2003/04	2002/03	2003/04	2002/03	2003/04
Provincial cabinet ministers, MLAs and federal MPs	9.8 m	35.0 m	nil	0.3 m	9.8 m	35.3 m
Records from other private donors	41.7 m	11.8 m	35.7 m	25.6 m	77.4 m	37.4 m
Printed materials & misc. items	0.5 m	0.9 m	1.0 m	0.9 m	1.5 m	1.8 m
Total textual records (in linear metres)	52.0 m	47.7 m.	36.7 m	26.8 m	88.7 m	74.5 m
Maps and architectural drawings (items)	9	324	1	42	10	366
Photographs & Graphics (items)	783	1,269	73	1,000,433	856	1,001,702
Sound and moving images (hours of play)	1,515 h	672 h	4 h	1 h	1,519 h	673 h
Microfilm (reels)*	176	144	13	11	189	155

* Most microfilmed newspaper acquisitions are coordinated through Regina and then deposited in one of the two offices.

Examples of some of the more noteworthy acquisitions in 2003/2004 were:

- William (Bill) Argan fonds (accrual), ca. 1980s–2003. 483 drawings of prominent Regina citizens, historic buildings, businesses and other landmarks. Many of these images were published in Mr. Argan's three books: *Cornerstones, Cornerstones 2*, and *Regina: The First 100 Years*.
- The Assiniboia Club fonds, 1893-2001. The records of this early Regina men's club include minutes, financial ledgers, membership rolls, guest ledgers, photographs and ephemera.
- Eric Cline fonds (accrual), 1996-2002. The public and private records of the Honourable Eric Cline created during his time as Minister of Health and Minister of Finance.
- Churchill River Power Company fonds (accrual), 1936. 330 black and white photographs of the construction of No. 4 Unit power plant at the Island Falls hydro dam by the Churchill River Power Company.
- Saskatchewan. Saskatchewan Legislative Assembly. Hansard Office Series (accrual), This acquisition consists of the recorded proceedings of the Saskatchewan Legislature, 3rd Session of the 24th Legislature.
- Saskatoon *Star-Phoenix* fonds, 1988-1999. This acquisition consists of approximately one million photographs used for the production of the Saskatoon *Star-Phoenix* newspaper.

Government Records Branch Acquisitions

Year	Accessioned	Awaiting Transfer (already appraised)	Total
2002-03	42.93 m	84.8 m	127.73 m
2003-04	65.22 m	171.84 m	237.06 m

Note: there are a total of 1451.46 meters of records stored in various government offices and the records centre that have already been appraised and are awaiting transfer to the Archives, once space is available. As well, a further 1258 meters of records are currently being held awaiting appraisal.

Examples of some of the more noteworthy acquisitions in 2003/2004 were:

- Department of Culture, Youth and Recreation, Heritage Resources Unit, 1975-1992. The records consist of information relating to various Saskatchewan galleries and museums, museum grant information, reviews of the Gallery Grant Program and an environmental survey of museums.

- Saskatchewan Arts Board, 1959-1992. This accession consists of material relating to Arts Board bursaries and grants, Executive Director and Director of Operations correspondence, Arts Board meeting agendas and meeting minutes and information associated with the Arts Board's permanent art collection.

- Saskatchewan Government Insurance (SGI), Highway Traffic Board, 1970-1990. The records consist of Highway Traffic Board agendas, meetings and policies as well as material related to traffic safety programs, impaired driving programs and vehicle standards.

- Department of Health, Mental Health Services Branch, 1964-1994. The records relate to the objectives and work programs of the Weyburn Mental Health Centre, (1976-1987), various medical clinics throughout Saskatchewan, and 1988-1992 strategic planning objectives of the Mental Health Services Branch.

- Information Services Corporation (ISC), 1910-1977. CNR and CPR Books of Reference, Branch (rail) Line Profiles, and Non-Legal Survey Plans.

Preservation Management and Accommodation

Efforts continued during the year to improve the Saskatchewan Archives' records storage facilities and ensure the long-term preservation management and security of the archival collection. This process included on-going endeavours to upgrade the records storage areas in both Regina and Saskatoon in keeping with the strategic plan. It also encompassed a variety of preservation management and conservation activities. These were directed at reformatting or rehousing particular archival collections, completion of a disaster plan and Disaster Response Manual for the four Regina records storage locations and the implementation of other measures to ensure the continued safety and security of the archival holdings.

Preserving Archival Records

- During 2003/2004 the Saskatchewan Archives' core program areas, Backlog Project staff and administrative management engaged in a variety of activities to ensure the continued preservation management and security of the board's archival holdings. These activities included:

- Completing a Disaster Response Manual for the board's four Regina locations;

- Reformatting of selected records onto microfilm;

- Encapsulating a substantial volume and variety of maps, plans, architectural drawings and other fragile reference materials;

- Utilizing datalogger devices to measure temperature and humidity levels in the collection storage areas at the Hillsdale and Henderson locations;
- Establishing a preservation management committee with an on-going mandate and responsibilities for institutional preservation, accommodation and security issues; and
- Completing a CCA-funded conservation assessment of the Saskatchewan Archives' collection and facilities utilizing the staff Preservation Resource Coordinator and the services of contract conservator, Cynthia Ball.

Some of the more salient of these activities are further described below.

Disaster Response Manual

2003/2004 witnessed the culmination of a process which the Provincial Archivist initiated in 2002 to undertake the preparation of a disaster response plan and manual to serve the needs of the four Regina locations of the Saskatchewan Archives. The intended purpose of this process was to codify emergency contact information, delineate disaster response leadership responsibilities and outline policies, procedures and initial preservation management responses to a variety of potential archival disasters in a succinct document. In completing its task the committee conducted a wide-ranging review of the available disaster planning literature, compiled a range of emergency response information, completed risk assessments of the various facilities and reviewed a number of broader institutional preservation management and security issues.

This process resulted in the finalization and distribution of a 58 page Disaster Response Manual in the summer and fall of 2003. This document will help to secure the Saskatchewan Archives' employees, facilities, vital operational records, and archival collections against preventable damage in the event of an unexpected disaster.

Encapsulation & Repair

Encapsulation of archival items in clear Mylar film offers an efficient and inexpensive means of protecting fragile or frequently used archival records. During the past year the designated Preservation Resource Coordinator, Cari Schwartz:

- Completed the encapsulation of a collection of 50 oversize 1917 Cummins Rural Directory Maps;
- Repaired and encapsulated more than 20 other large maps;
- Encapsulated some 100 of the Saskatchewan Archives' large collection of oversize photographs; and
- Carried out the encapsulation of a variety of other fragile reference materials.

Conservation Assessment

In 2003/2004 the Saskatchewan Archives received external funding support for a conservation assessment of its collections and facilities. This funding, provided by the Canadian Council of Archives (CCA) and administered by the Saskatchewan Council of Archives and Archivists (SCAA), permitted Cynthia Ball, an Alberta-based archival conservator, to complete a conservation assessment overview of the Archives and its records holdings in both Regina and Saskatoon.

This assessment work was carried-out in January and February of 2004 with the assistance of Cari Schwartz, the Saskatchewan Archives' Preservation Resource Coordinator and the cooperation of other institutional program staff. This assessment provides the basis for the completion of a conservation assessment report by Cynthia Ball early in the upcoming fiscal year. It is anticipated that this report will assist the Saskatchewan Archives in identifying and prioritizing a range of remedial and developmental archival conservation and preservation management initiatives.

Fig. 6. Staff consulting with conservator Cynthia Ball (centre) during her assessment of the Archives' collections and facilities.

Preserving Records on Microfilm

With the cooperation of the Saskatchewan Weekly Newspapers Association, the Saskatchewan Legislative Library, and many newspaper publishers the Saskatchewan Archives microfilms most of the weekly newspapers published in the province. Reformatting the originals to microfilm is first and foremost a conservation measure. It also makes the information contained in the newspapers more accessible for research purposes.

The National Library of Canada continued to purchase duplicates of almost all microfilmed newspapers produced by the Saskatchewan Archives. Several local libraries also purchased microfilm copies of newspapers from the Archives. The revenue from these sales helps to offset the costs of the microfilm program.

During 2003/2004 the microfilm unit produced a total of 111 reels of microfilm for acquisition purposes, consisting of 95 reels of newspapers, 12 of government records and four of records from private sources. A further 61 reels, largely of newspapers and government records, were produced or duplicated for in-house conservation. Another 33 reels of microfilm of newspapers were purchased or acquired for the archival collection.

Records Storage, Environment and Security

In its strategic plan, the board endorsed a number of general accommodation objectives for the Saskatchewan Archives. They are as follows:

- To obtain sufficient space for the Saskatchewan Archives' collections and operations for present and future growth;
- To obtain accommodations which will provide safe and secure storage for collections, including the provision of appropriate environmental conditions and controls;
- To obtain accommodation which will provide the Saskatchewan Archives with improved visibility and which will allow the public access to the holdings of the Archives; and
- To obtain accommodation which will improve the efficiency and effectiveness of operations, including consolidation of staff to the minimum number of locations possible.

Using these objectives as a guide, management continued to explore options for addressing present and future accommodation needs.

In Regina, archival material continued to be stored offsite at Maxwell Crescent which does not meet approved accommodation objectives. Some records awaiting processing were also temporarily stored at the Henderson Drive site. In early 2002 the firm of Alton Tangedal Architect Ltd. completed a feasibility study for Saskatchewan Property Management Corporation (SPMC) and the Saskatchewan Archives comparing the potential of the Maxwell and Henderson sites for future storage, records processing and preservation management requirements. The study determined that both sites have benefits and drawbacks. Once a decision has been made in consultation with SPMC, a proposal will be developed for submission to Treasury Board.

At the 3303 Hillsdale Street site problems continue to surface with the mechanical control equipment that maintains the environmental system for the records storage area. This equipment was installed in the early 1980s and some twenty years later is starting to break down. Repairs are being made on a piecemeal basis, but an overall assessment of the state of the equipment and system is required. An overall security assessment of the facility is also necessitated by general concerns and the recent centralization of the computer server system on site.

In Saskatoon, the board is committed to delivering a high level of service while, at the same time, maximizing efficient use of resources there. Portions of the records storage in Saskatoon continue to experience problems with water leaks, a deficiency which may require the relocation or removal of portions of the archival collection. Despite these records storage issues, it remains the firm and expressed desire among the stakeholders and citizens of Saskatoon and the North that the Saskatchewan Archives continue to maintain a strong presence in that city.

Archival Inventory, Arrangement, and Description

Despite staff reductions in some program areas and continuing financial uncertainties throughout the year, the Saskatchewan Archives continued to inventory, arrange and describe and make available a substantial volume of records through its regular program resources and a variety of special projects. These latter initiatives included the Saskatchewan Homestead Index Project (SHIP), the Backlog Project and the Ministerial Records Project.

Some of the more significant records processed and/or made available for research in 2002/2003 were:

- Saskatchewan. Legislative Assembly Office. Hansard Office Series (accrual) 2001 -2002. 426 hours, digital video disc.
- Recorded proceedings of the Saskatchewan Legislative Assembly, 3rd Session of the 24th Legislature. The Archives has been acquiring the video recordings of the proceedings since 1982. (This years' accrual was in DVD format, occupying considerably less shelf space and having a longer life span.)
- D. Grant Devine fonds 1959-1991. Records created, accumulated and used by Grant Devine as Premier of Saskatchewan and President of the Executive Council from 1982 to 1991 Private, political and public records are found in the fonds.
- Dwain Lingenfelter fonds 1978-2000. Records created, accumulated and used by Dwain Lingenfelter in his political career as: Minister of Social Services; Minister of Economic Diversification and Trade; Minister of Economic Development; Deputy Premier; Minister of Crown Investments Corporation of Saskatchewan; Minister of

Agriculture and Food; and as the Minister Responsible for various crown corporations. Private, political and public records are found in the fonds.

Special Projects

Saskatchewan Homestead Index Project (SHIP)

In August 2003 the Saskatchewan Archives entered into a partnership with the Saskatchewan Genealogical Society (SGS) to create an electronic index to the pre-1930 homestead records in the Archives' holdings. The project is overseen by a committee with representatives from both organizations. As project leader, the SGS assembled the necessary funding from the Saskatchewan Heritage Foundation and the Saskatchewan Archives and entered into partnership with the Information Services Corporation for IT support and the Saskatchewan Institute of Applied Arts and Sciences for training support. By March 31, 2004 approximately 95,000 of the estimated 300,000 homestead index cards had been entered into the database.

The Saskatchewan Genealogical Society and the Saskatchewan Archives plan to launch the database in early 2005 as a provincial centennial showpiece.

Backlog Project

The Backlog Project operated between November 2001 and July 2003 when it was discontinued because of a lack of funding. During that time project staff processed a large volume of private, ministerial and government records. Project staff also contributed substantially to the institutional development of descriptive standards and related records processing descriptive tools and resources.

Ministerial Records Project

With the termination of the Backlog Project, and as a result of special funding from Treasury Board, the Saskatchewan Archives launched the Ministerial Records Project in July 2003. This short term project had two components. The first was to identify the public and private records in the inactive ministerial records holdings at the Legislative Building through an inventory and to facilitate the transfer of these records to the Archives. The second was to describe ministerial records in a way that recognized the mixed public and private nature of the material.

In conducting an inventory of records in Ministers' offices in the period between July and October 2003, archival staff assisted Ministerial Assistants in preparing accurate file listings of records of both current and former Ministers. The file inventories were used to appraise the records and to encourage Ministers to transfer the public portion of the record. They were also used by Ministers to make informed decisions relating to the donation of their private papers to the Archives. This process involved drafting new ministerial agreements to govern the separate transfer of the public and private record. In addition to inventorying and transferring records,

the Project was useful in developing contacts with ministerial offices that would facilitate the eventual development and implementation of a records classification and retention system for records in Ministers' offices.

The arrangement and description component of the Project operated during the period between July 2003 and January 2004. The Project addressed the backlog of unprocessed ministerial records already in the archival collection from the Romanow and Calvert governments. The Project also examined ministerial records in the holdings from 1991 forward analysing the content, structure and type of record found within various fonds. During the course of its operation, the Project described the archival fonds of Dwain Lingenfelter and Berny Wiens, and completed the description of the Grant Devine fonds. Work was also was well underway with the description of the Patricia Atkinson fonds at the time of Project's closure.

The Project also achieved several other significant objectives. These included:

- Adoption of a multi-media approach to the arrangement and description of all archival records;
- The review and tracking of all gaps and authorities contained in ministerial records in our holdings from 1991 to the present;
- A full review of the nature and types of records including public (portfolio and cabinet), private (personal, political, and constituency) and government (departmental) records found in ministerial fonds and documentation of where these records most frequently occur within the fonds;
- Adoption of new descriptive practices for accommodating multiple authorities found in ministerial fonds; and
- Reduction of our backlog in ministerial records to 100 metres of unprocessed material*

*An estimated 1,000 metres of records stored at the Legislative Building awaits transfer to archival custody.

Descriptive Standards

During the 2003 calendar year, the Descriptive Standards Officer (DSO) continued to consult with chief archivists and the Descriptive Standards Committee (DSC) to resolve outstanding procedural issues relating to the institutional descriptive standards. During this period the DSC and its sub-committees also began to turn their attention to work-flow processes and new functional relationships within an anticipated staff reorganization. These activities inevitably impacted on the completion of the Archival Description Manual, which was still in progress at the end of the fiscal year.

Further participation in the Saskatchewan Archival Information Network Project was made possible through funding by the Canadian Council of Archives (CCA). Funding was provided from April to June, making it possible to maintain project staff, supervised by the DSO, and to post on the internet many more fonds-level entries for Saskatchewan Archives holdings. Upgrading many of these entries was later identified as a high priority, work that was undertaken by Historical Records Branch staff early in the 2004 calendar year and was ongoing as of March 31.

The Archives' fonds-level descriptions can be viewed on the internet at http://lib74123.usask.ca/sain/.

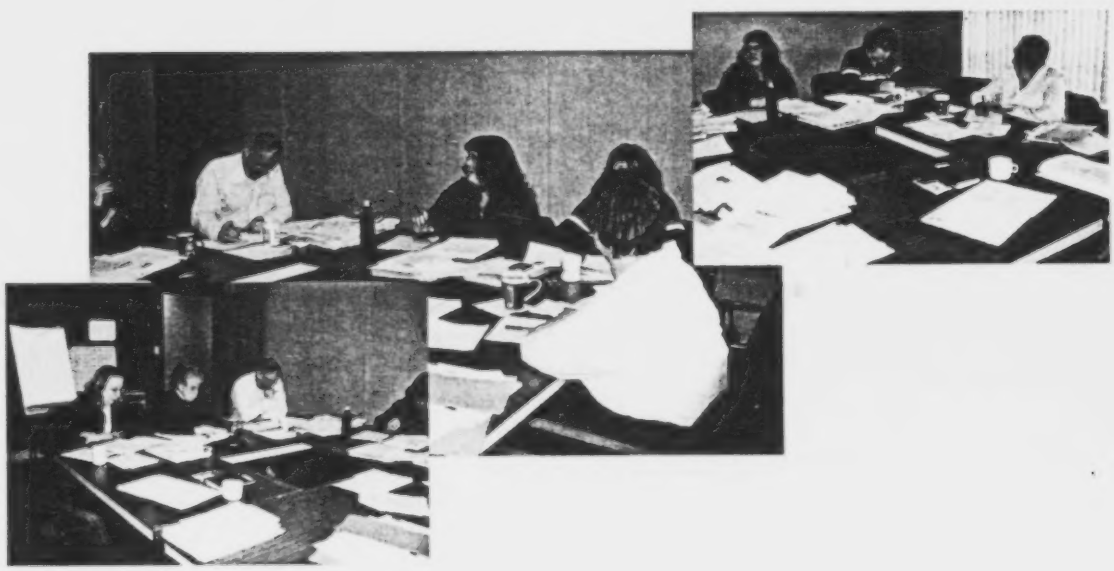

Fig. 7. Descriptive Standards Committee meeting, Regina, February 2004.

Public Service & Outreach

The Saskatchewan Archives and its staff provide a variety of public and outreach services to its research clientele, the broader provincial archival and records management community and the public at large. These services are primarily provided through public reference service facilities in the board's Regina and Saskatoon offices and the provision of mail, telephone and e-mail services to distant users and website services. Board staff, additionally, participate in external education and training activities and serve as volunteers in a number of professional organizations.

Reference Services

The Saskatchewan Archives collection continues to fulfill a wide variety of important public purposes by preserving and making available a broad range of official and private archival documents and information relating to the governmental, corporate, institutional, legal and societal evolution of the province and its people. These holdings encompass various categories of archival materials which require a range of sophisticated professional archival staff expertise to make them available to researchers in a helpful, timely and responsible fashion. These skills include the proper handling and treatment of fragile materials, the determination of privacy and access issues with regard to restricted materials, the assessment of copyright issues and the exercise of a host of other public service attributes requiring the continuing application of judgment, tact and knowledge. Dedicated and capable archival staff are essential to meeting the widely varying research needs of a diverse clientele. Some of the more salient examples of these archival users are:

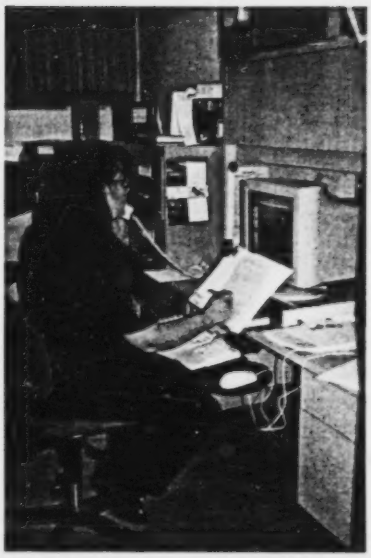

Fig. 8. Saskatoon office staff provide a full range of archival research services

- Family and local historians
- University scholars
- Publishers and broadcasters
- Environmental researchers
- Individuals seeking proof of age and other information for legal or personal purposes
- Researchers seeking access to legal, departmental or other official records
- Architects and engineers seeking building and site information
- Treaty entitlement researchers

Patron Use of Reference Services

	Regina		Saskatoon		Total	
	2002/03	2003/04	2002/03	2003/04	2002/03	2003/04
Personal visits	3,215	3,063	1,535	1,213	4,750	4,276
Written enquiries (mail, fax & e-mail)	1,243	1,303	1,024	628	2,267	1,931
Telephone enquiries	1,669	1,587	686	604	2,355	2,191
Interlibrary loans of microfilm	53	72	35	24	98	96
Tours/presentations (# of participants)	658	219	88	102	746	321
TOTAL VISITS/CONTACTS	6,838	6,244	3,378	2,571	10,216	8,815

* General public, 71%; University, 25%; Saskatchewan Government, 4%

Of the researchers contacting the Archives, 71% were Saskatchewan residents and 29% were non-residents.

Documents retrieved for research (number of containers/items)	33,299	27,580	10,051	8,677	43,350	36,257
Items reproduced for research	30,906	30,023	20,262	19,631	51,168	49,654

The Saskatchewan Archives Website (*www.saskarchives.com*)

Time Period	Total Hits		Pages Viewed		Total Visits	
	2002/03	2003/04	2002/03	2003/04	2002/03	2003/04
April-June	197,791	517,203	27,043	59,966	6,586	18,531
July-September	346,047	452,348	43,390	55,619	6,613	11,751
October-December	370,183	659,344	49,985	71,809	13,653	16,805
January-March	519,072	655,759	63,334	57,896	16,366	12,951

The busiest day in the reporting period was November 6, 2003, when there were 9,988 hits, 3,706 pages viewed, and 592 visits to the Saskatchewan Archives website.

Quarterly website statistics reports indicate that some 52 per cent of the site's identified user traffic originated in Canada while a further 15 percent originated in the United States. Saskatchewan users accounted for 23 per cent of the North American site traffic while the provinces of Ontario (eight per cent), Alberta (seven per cent) and British Columbia (five per cent) contributed a further 20 per cent in total. Identified users from six U.S. states, notably New Jersey, California, Connecticut, Washington, Massachusetts and Pennsylvania added another five per cent to the overall total. The largest bloc of overseas traffic originated in Western Europe, principally England, France and Germany. There was also significant user traffic from Australia and parts of Asia. These statistics demonstrate that the website was a very useful tool for promoting the institution and its holdings to a wide researcher public.

Community Outreach

The Saskatchewan Archives reached out to the broader community through a range of program initiatives and staff involvement in a variety of external activities. Among these were:

- Reference staff hosted several group tours of university classes and other interest groups
- The Saskatchewan Archives hosted an opening reception for the Riel Letter Exhibit in Regina on National Aboriginal Day, June 20, 2003 sponsored by CanWest Global Communications and Library and Archives Canada. Among other artefacts, the exhibit featured a letter from a private collection written by Louis Riel to the *Ottawa Citizen* just prior to his execution in 1885. The exhibit remained on public display at the Archives until July 11, 2003.

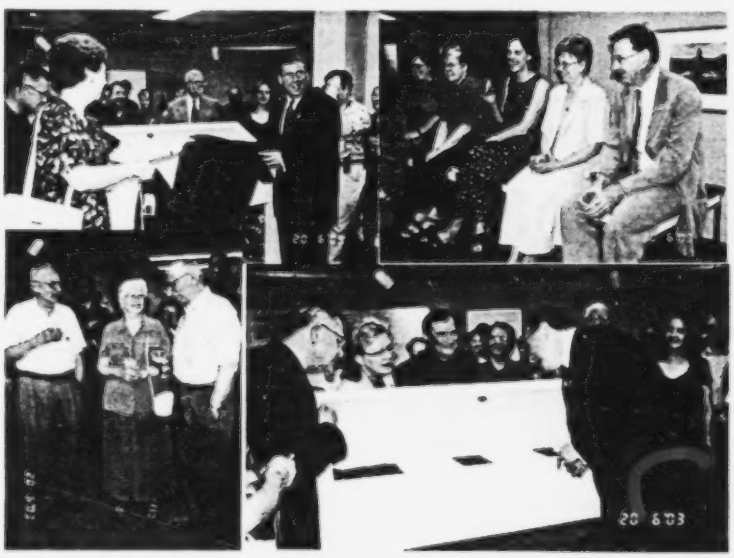

Fig. 9. Dignitaries, guests and archival staff participating in the unveiling and reception for the Riel Letter Exhibit, Regina, June 20, 2003. In the upper right photograph, David Asper, Vice-President, CanWest Global Communications is shown unveiling the Louis Riel Letter.

- Saskatoon Reference staff created a new display for the Saskatchewan Genealogical Society annual seminar in Saskatoon on October 23-25, 2003. The theme of the conference was "Unearthing Our Ancestors: Finding the Skeletons." In response, the theme of this new exhibit was "Digging Up Buried Family History Sources at the Saskatchewan Archives." Parts of this display were also exhibited at the Saskatoon Heritage Fair on February 7th, 2004.

- In December of 2003 Don Herperger, Director of Government Records, delivered a presentation to several hundred senior government managers relating to the implementation of privacy policies in the Government of Saskatchewan.

- In January of 2004, Don Herperger, Director of Government Records, made well-received presentations to Association of Records Managers (ARMA) luncheon meetings in Regina and Saskatoon relating to the Saskatchewan Government's privacy legislation and Privacy Principles.

- Linda Putz, Backlog and Ministerial Records Project Manager, served as President of the Saskatchewan Council for Archives and Archivists and as a member of the Association of Canadian Archivists Local Arrangements and Programme Committees for its 2005 annual conference in Saskatoon.

- Kathy Burianyk, Acting Chief Archivist, Private Records, Maps and Architectural Drawings Section and Staff Archivist, served as a member of the Saskatchewan Council for Archives and Archivists Education and Nominations Committees, and the Association of Canadian Archivists Local Arrangements Committee for its 2005 annual conference in Saskatoon.

- Chris Gebhard, Chief Archivist, Reference and Special Media Section, participated in the development of a curriculum for a Museums Association of Saskatchewan course on how research contributes to the local museum achieving its mandate/mission.

- D'Arcy Hande, Director Historical Records Branch, joined the Local Arrangements Committee for the Association of Canadian Archivists annual conference to be held in Saskatoon in June 2005.

- Trevor Powell, the Provincial Archivist, addressed the Monarchist League of Canada on the role of Governor-General in Canada in March 2004.

- Ivan Saunders, Policy and Planning Archivist, served as President-Elect of the Saskatchewan Chapter of ARMA International (The Association of Records Managers and Administrators) in 2003/2004, and, in July 2004, will take office as the 2004/2005 President of ARMA Saskatchewan.

Access, Privacy & Legislative Compliance

Access to Information

In documenting Saskatchewan's past, the Saskatchewan Archives acquires and preserves records from public and private sources which may contain personal information. Such information collected by government, private organizations and individuals in the course of day-to-day activity can be found throughout the permanent collection as well as in the administrative and operational records of the organization.

The Saskatchewan Archives is a research institution whose legislated mandate is to preserve and make available the historical record to the public. In so doing, the archivist must strike a balance between the public's right to access and the individual's right to privacy. Obligations to protect the privacy of individuals are set out in provincial legislation and regulations.

Increasingly the task of making information available is more complex and time-consuming. During the period under review, the Saskatchewan Archives received 16 formal access requests. Every access request requires a careful assessment of the records. Some are time consuming because the researcher is requesting access to a large volume of records which take time to review. The review must be done on a file by file basis. Each request is unique because the context of each request is different. Decisions about access not only depend on what information is contained in the records themselves but in the purpose of the research. In addition, new legislation such as *The Health Information Protection Act* has changed the rules for access and requires a change in approach compared to access requests for the same information completed in the past.

Researchers requesting access can be divided into four basic categories: family history, academic, legal, and general research. Family history researchers are looking for information about specific family members. Academic researchers include students working on graduate theses and university professors working on research projects for books or articles. Their topics vary and they typically request large volumes of records. Legal researchers request information relating to matters before the courts. The cases may include estate matters or litigation against the provincial or federal government and often involve complex legal issues. General research includes local history projects, background research for fiction writers, and history books and articles by non-academic writers.

The following is a breakdown of access requests in the different categories of research for 2003-04:

Academic	31%
Family	19%
Legal	25%
General	31%

The Health Information Protection Act (HIPA)

The Act was proclaimed September 1, 2003. As a trustee under that Act, all of the records in the Saskatchewan Archives' permanent collection containing health information about identifiable individuals is governed by the legislation whether or not that information had been widely available to the public before the Act was proclaimed. The general rule under *HIPA* provides that personal health information cannot be released to the public unless the person to whom it applies has been deceased for more than 30 years. When *The Freedom of Information and Protection of Privacy Act* (*FOIP*) was proclaimed in 1991, provisions were made in *FOIP* for the unique position the Archives holds as a provincial research institution. More specifically, the policies and procedures of the Saskatchewan Archives already in place with respect to access to information were continued. Those records which were already available to the public without restriction could remain open to the public. The Act exempted records acquired from private sources and it gave discretionary power to the Provincial Archivist to make personal information available for research purposes as long as it would not result in an unreasonable invasion of privacy. *HIPA* makes no special provision for the Saskatchewan Archives.

Since the proclamation of HIPA, the Department of Health has been working on the drafting of regulations with trustees. For its part, the Saskatchewan Archives has been working with Health and Justice in drafting regulations that would provide for the Saskatchewan Archives' unique role and grant similar exemptions as are found under FOIP. It is hoped that a balance can be struck between the requirements of program and users and the public's right to privacy.

Information Technology

During the year the Saskatchewan Archives employed one IT analyst who served as the network administrator and front-line software help desk support for the entire organization. His duties included configuring, deploying and upgrading work stations; IT inventory management; trouble-shooting hardware and software problems; research for and recommendations on the purchase of new hardware and software; basic training on software applications; and advising staff on database design and other technical issues.

Many hours were spent by the IT team in developing an IT Network Infrastructure Options report, intended to guide Executive Management in planning for a sustainable budget and future enhancements, based on the type of service delivery expected of the Archives as a result of new directions from executive government. The IT Alignment Team began in the spring of 2003 to plan a consultation process as a means of gathering further information on strategic directions.

Towards the end of the fiscal year another IT initiative involved the commencement of consultations with chief archivists across the organization to develop a strategy for rationalizing the storage of collections-related databases. This will ensure that all data about the Archives holdings, generated by staff, will be stored in common directories, routinely backed up, and readily accessible for use across the organization.

Saskatchewan History

Saskatchewan History continues its reputation as a well-respected journal with a careful mix of heritage news, original scholarly and popular articles, and reviews of new books and audio-visual productions related to the history of the province.

Some of the more notable articles published this fiscal year were:

- "Were Jewish Farmers Failures? The Case of Township 2-15-W2nd" by Anna Feldman (Spring 2003).
- "Empty Hills: Aboriginal Land Usage and the Cypress Hills Problem, 1874-1883" by Jean-Pierre Morin (Spring 2003).
- "History, Myth and the University of Saskatchewan, 1907-1974" by James Pitsula (Fall 2003).
- "'Blazing a Saga that Saved a Nation': The Making of The Canadians" by Brock Silversides (Fall 2003).

To produce a quality publication twice a year requires considerable dedication and effort by a number of volunteers and staff. We would especially like to recognize the following members of the Saskatchewan History Advisory Board, which oversees the journal's direction and operation:

Mr. George Hoffman, Sessional Lecturer, Department of History, University of Regina (Chair);

Prof. William Brennan, Department of History, University of Regina;

Prof. Keith Carlson, Department of History, University of Saskatchewan;

Prof. Howard Leeson, Department of Political Science, University of Regina;

Ms. Ruth Millar, writer and retired librarian, Saskatoon;

Mrs. Patricia Wagner, representing Saskatchewan History and Folklore Society;

Mr. Bruce Dawson, Editor;

Mr. D'Arcy Hande, General Manager;

Ms. Nadine Charabin, Administrative Officer; and

Mrs. Ilene Youchezin, Administrative Assistant.

Saskatchewan History Sales and Circulation

	As of March 2003	As of March 2004
Paid subscriptions		
• General	284	238
• Libraries	125	138
• Schools	15	15
• Gifts	30	24
TOTAL	454	415
Exchange & complimentary	49	105
Distributed to staff, authors, reviewers, the editor, and bookstores (on consignment)	139	101
TOTAL CIRCULATION	642	621

REPORT OF MANAGEMENT

The accompanying financial statements are the responsibility of management and have been approved in principle by the Saskatchewan Archives' Board of Directors. The financial statements have been prepared in accordance with Canadian generally accepted accounting principles.

Management maintains an appropriate system of internal control, including policies and procedures, which provide reasonable assurances that the Saskatchewan Archives' assets are safeguarded and that financial records are relevant and reliable.

The Board of Directors carries out its responsibility for the financial statements and for overseeing management's financial reporting responsibilities by meeting with management to discuss and review financial matters. The Provincial Auditor Saskatchewan has full and open access to the Board of Directors.

The Provincial Auditor Saskatchewan conducts an independent audit of the financial statements. Their examination is conducted in accordance with Canadian generally accepted auditing standards and includes tests and other procedures which allow them to report on the fairness of the financial statements. The Auditor's Report outlines the scope of their audit and their opinion.

On behalf of management,

Don Herperger

Don Herperger
Director, Government Records Branch
(Responsible for financial administration)

SASKATCHEWAN ARCHIVES BOARD

Financial Statements

For the year ended March 31, 2004

Provincial Auditor Saskatchewan

1500 Chateau Tower
1920 Broad Street
Regina, Saskatchewan
S4P 3V7

Phone: (306) 787-6398
Fax: (306) 787-6383
Web site: www.auditor.sk.ca
Internet E-mail: info@auditor.sk.ca

SASKATCHEWAN

AUDITOR'S REPORT

To the Members of the Legislative Assembly of Saskatchewan

I have audited the statement of financial position of the Saskatchewan Archives Board as at March 31, 2004 and the statements of operations and accumulated surplus, change in net financial assets, and cash flow for the year then ended. The Board's management is responsible for preparing these financial statements for Treasury Board's approval. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In my opinion, these financial statements present fairly, in all material respects, the financial position of the Saskatchewan Archives Board as at March 31, 2004 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Regina, Saskatchewan
July 26, 2004

Fred Wendel, CMA, CA
Provincial Auditor

SASKATCHEWAN ARCHIVES BOARD
STATEMENT OF FINANCIAL POSITION
As at March 31

	2004	2003 (Restated note 3)
Financial assets:		
Due from the University of Saskatchewan (note 4)	$109,348	$150,240
Due from General Revenue Fund	184,605	192,809
Investments (note 4 and 6)	71,768	64,292
Accounts receivable	1,556	3,521
Grant receivable - General Revenue Fund	-	25,000
	367,277	435,862
Liabilities:		
Accounts payable	30,235	106,731
Accrued vacation pay	62,972	63,643
Accrued salary and benefits	193,647	145,261
	286,854	315,635
Net financial assets (Statement 3)	80,423	120,227
Non-financial assets		
Tangible capital assets (note 7)	161,097	195,304
Prepaid expenses	11,600	7,534
	172,697	202,838
Accumulated surplus (Statement 2)	$253,120	$323,065

(See accompanying notes to the financial statements)

SASKATCHEWAN ARCHIVES BOARD
STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS
For the Year Ended March 31

	Budget 2004 (Note 11)	Actual 2004	Actual 2003 (Restated note 3)
Revenue:			
Grants - General Revenue Fund	$3,096,000	$3,096,000	$3,041,000
Other	8,310	8,310	40,539
	3,104,310	3,104,310	3,081,539
Services	-	-	59,298
Photocopy sales	42,000	48,768	39,725
Magazine sales	8,000	8,208	11,498
Investment income (loss)	3,300	10,752	(5,539)
Miscellaneous	2,000	2,000	1,502
	3,159,610	3,174,038	3,188,023
Expenses:			
Salaries and benefits	2,209,294	2,284,868	2,424,724
Administrative services	970,267	835,567	852,438
Printing and postage	33,150	29,902	33,236
Amortization of tangible capital assets	-	60,016	69,109
Materials & supplies	27,300	33,630	52,159
	3,240,011	3,243,983	3,431,666
(Deficit) for the year	$(80,401)	(69,945)	(243,643)
Accumulated Surplus - beginning of year as previously reported		127,761	314,809
Change in accounting policy (note 3)		195,304	251,899
Accumulated Surplus, beginning of year as restated		323,065	566,708
Accumulated Surplus, end of year - to Statement 1		$253,120	$323,065

(See accompanying notes to the financial statements)

SASKATCHEWAN ARCHIVES BOARD
STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
For the Year Ended March 31

	2004	2003 (Restated note 3)
Deficit for the year	$(69,945)	$(243,643)
Acquisition of tangible capital assets	(25,809)	(12,514)
Amortization of tangible capital assets	60,016	69,109
	(35,738)	(187,048)
Acquisition/(use) of prepaid expense	(4,066)	191
Decrease in net financial assets	(39,804)	(186,857)
Net financial assets, beginning of year	120,227	307,084
Net financial assets, end of year	$80,423	$120,227

(See accompanying notes to the financial statements)

Statement 4

SASKATCHEWAN ARCHIVES BOARD
STATEMENT OF CASH FLOW
For the Year Ended March 31

	2004	2003 (Restated note 3)
Operating transactions		
Deficit for the year	$(69,945)	$(243,643)
Items not affecting cash:		
Amortization of tangible capital assets	60,016	69,109
Unrealized investment (gain) loss	(7,476)	5,539
Change in non-cash balances relating to operations:		
Accounts receivable	1,965	(88)
Grants receivable - General Revenue Fund	25,000	(25,000)
Prepaid expenses	(4,066)	191
Accounts payable	(76,496)	(93,914)
Accrued vacation pay	(671)	468
Accrued salary and benefits payable	48,386	145,261
	(23,287)	(142,077)
Capital transactions		
Acquisition of tangible capital assets	(25,809)	(12,514)
Net (decrease) in cash	(49,096)	(154,591)
Cash, beginning of year	343,049	497,640
Cash, end of year	$293,953	$343,049
Cash includes the following:		
Due from the University of Saskatchewan	$109,348	$150,240
Due from General Revenue Fund	184,605	192,809
	$293,953	$343,049

(See accompanying notes to the financial statements)

SASKATCHEWAN ARCHIVES BOARD
Notes to the Financial Statements
March 31, 2004

1. Authority

The Saskatchewan Archives Board was established under the authority of *The Archives Act* for the purpose of acquiring and preserving historical documents relating to the history of Saskatchewan and providing these documents to the public for research purposes.

2. Accounting Policies

The financial statements are prepared using Canadian generally accepted accounting principles appropriate for the public sector. The following accounting policies are significant.

a) Tangible Capital Assets

Purchased tangible capital assets are recorded at cost. Amortization is provided on a straight-line basis over the assets' estimated useful lives as follows:

Computer hardware	3 years
Computer software	3 years
Equipment	5 years
Furniture	5 - 20 years

The Board has placed a nil value on the permanent collection of archival materials for financial statement purposes.

The cost of materials used to preserve the archival collection is expensed.

b) Investments

Investments are comprised of units in a pooled fund held by the University of Saskatchewan. Units in the pooled fund are valued at market and any increase/decrease in the value of the fund is accounted for in the statement of operations and accumulated surplus as investment income.

c) Use of estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Actual results could differ from those estimates.

3. Change in Accounting Policy

During the year, the Board adopted the new Public Sector Accounting Board recommendation 3150 – Tangible Capital Assets on a retroactive basis and prior years have been restated accordingly. The new standard requires that all tangible capital assets be accounted for and reported as assets on the statement of financial position and amortization is reported on the statement of operations and accumulated surplus.

The effect of adopting this new recommendation was to increase accumulated surplus, beginning of year by $195,304 (2003 - $251,899), recognize amortization of $60,016 (2003 - $69,109), decrease expenditures by $25,809 (2003 - $12,514) for tangible capital assets that were previously expensed and now are recorded as additions to tangible capital assets and the annual surplus decreased by $34,207 (2003 – decreased by $56,595).

4. Due from University of Saskatchewan

The University administers cash and investments on behalf of the Board. The University pays the Board only for the money related to investments. The Saskatchewan Archives Board is not charged for interest on overdraft.

5. Due from General Fund

The Board's bank account is included in the Consolidated Offset Bank Concentration arrangement for the Government of Saskatchewan. During the year, the General Revenue Fund did not pay interest on the Board's bank account.

6. Evelyn Eager Estate Reserve

In July 1992, the Saskatchewan Archives Board received a bequest of $40,000. It received an additional $7,371 in September 1994. The Board has restricted $47,371 indefinitely with the interest earned applied to the costs of publishing the Saskatchewan History magazine.

7. Tangible Capital Assets

	Cost	2004 Accumulated Amortization	Net Book Value	2003 Net Book Value
Office Furniture and Equipment	$ 523,168	$ 373,214	$ 149,954	$ 167,266
Computer Hardware and Software	349,482	338,339	11,143	28,038
	$ 872,650	$ 711,553	$ 161,097	$ 195,304

8. Related Party Transactions

These financial statements include transactions with related parties. The Board is related to all Saskatchewan Crown agencies such as departments, corporations, boards and commissions under the common control of the Government of Saskatchewan. Also, the Board is related to non-Crown enterprises that the Government jointly controls or significantly influences.

Administrative services are provided at a nominal charge to the Board by the University of Saskatchewan and the University of Regina.

Routine operating transactions with related parties are recorded at the rates charged by those organizations and are settled on normal trade terms. Included in administrative services is $723,028 (2003 - $680,591) paid to related parties.

In addition, the Board pays Provincial Sales Tax to the Saskatchewan Department of Finance on all its taxable purchases. Taxes paid are recorded as part of the cost of those purchases.

Other transactions with related parties and amounts due to/from them are described separately in the financial statements and the notes thereto.

9. Pension Plan

Substantially all of the Board's employees participate in the Public Employees Pension Plan (a related party) which is a defined contribution plan. The Board's financial obligation to the plan is limited to making required payments to match amounts contributed by employees for current services. Included in salaries and benefits is pension expense for the year of $123,340 (2003 - $126,069).

10. Financial Instruments

The Board's financial instruments include due from the University of Saskatchewan, due from General Revenue Fund, investments, accounts receivable, accounts payable, accrued vacation pay and accrued salary and benefits. The carrying amount of these instruments approximate fair value due to their immediate or short-term maturity. These instruments do not have significant interest or credit risk.

11. Budget

These amounts are included in the annual budget approved by the Saskatchewan Archives Board.

12. Comparative Figures

Certain comparative figures have been reclassified to conform with the current year's presentation.

Additional Supplementary Information

2003/2004

SUPPLIER PAYMENTS

Listed are payees who received $20,000 or more for the provision of goods and services, including office supplies, advertising, contracts, and equipment.

Saskatchewan Property Management Corporation	$ 627,383
Saskatchewan Telephone	$ 95,635
Technology Management Corporation	$ 28,683
Payees under $20,000	$ 182,471

- These sums do not include a total of $11,000 disbursed to Prairie Historical Insight and the Saskatchewan Genealogical Society, which are shown in Personal Services.

2003/2004

PERSONAL SERVICES

Listed are individuals (excluding unionized employees) who received payments for salaries, wages and honorariums, etc. which total $2,500 or more.

Powell, Trevor J.D.	$ 114,711
Hande, D'Arcy K.	$ 98,175
Herperger, Don	$ 105,644
Prairie Historical Insight	$ 6,000
Saskatchewan Genealogical Society	$ 5,000
Unionized employees	$ 1,641,607